APPENDIX B

CONTRACT REVIEW AND MAINTENANCE POLICY

A. Initial Review Process

1. When the University wishes to enter into an agreement with a third party, the
appropriate Business Owner for that agreement shall complete the Contract Term
Sheet in accordance with Appendix C of the Contract Review and Maintenance
Policy (“Contract Term Sheet”).

2. The Business Owner shall forward the completed Contract Term Sheet, and any
additional attachments, to the applicable Approver(s) to consider whether to
proceed with the substance of the agreement in question.

a. If the Approver(s) does not wish to pursue the agreement, the Approver(s)
shall inform the Business Owner not to proceed with next steps. The
Business Owner shall communicate the result to the other party. agrthe
eement, the Approver(s) shall
instruct the Business Owner to submit the Contract Term Sheet and any
additional attachments to the Office of Legal Affairs (“Legal”) at legal-affairs@umgc.edu or into any applicable contract management system
when available, to proceed with an initial review of the agreement, The
Approver(s) shall identify in the terms any University employees or
departments that should be consulted to provide feedback on the
agreement. Legal may also identify employees and departments for
review.

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b. The DPO may work with AccelerEd, Information Technology,
Information Security, or other University employees or
contractors as needed to conduct a review.

c. The DPO may also consult with the Information Governance
Committee, as needed.

2. Upon completion of the initial review and consultation with University
stakeholders, as appropriate, Legal shall initiate negotiations with the other party.

3. If there are decision points that arise during negotiations that cannot be resolved
between Legal and the other party, they will be forwarded to the Approver(s) and
Business Owner(s) for resolution.

a. If, at any time, the Approver(s) does not wish to proceed with the
agreement, the Approver(s) shall inform the Business Owner and
Legal not to proceed with the negotiations. The Business Owner
shall communicate the result to the other party.

C. SIGNATURE PROCESS

1. Once negotiations are complete and the agreement is finalized the Business
Owner shall route the agreement to the counterparty signature. At the Business
Owner’s request, Legal may coordinate with the counterparty to obtain
signatures. Legal will route the agreement for UMGC signature.

a. Legal shall distribute the fully executed agreement to the Business Owner
and any other University employees or contractors who may need a copy
of the agreement.

b. If Legal is the Custodian, Legal shall upload the fully executed copy to its
storage system.

c. If Legal is not the Custodian, Legal shall forward the fully executed copy to
the Custodian, who shall maintain the agreement in its storage system.